

# COVID-19 (Coronavirus) Update from Barron Smith Daugert...

Barron Smith Daugert continues to monitor the status of COVID-19 (Coronavirus) in our workplaces and communities.

The safety of our employees and clients is our highest priority.

## Actions Our Team Has Taken

Following are some of the precautionary actions we're taking as a team to help prevent illness in our employees and clients:

- We've encouraged all of our employees to work remotely starting now through March 31, 2020 with a plan to reevaluate after March 31, 2020. You will likely notice this in connection with our reception services. If you need to come into the office for a meeting, you will be seen back to the conference room by the attorney you are meeting with rather than a receptionist.
- In addition to our regular office cleanings, we've arranged for sanitization of all "hot spots" within the office, including light switches, door knobs and bathroom facilities.
- We are sanitizing all conference rooms after every meeting.
- We've fully equipped our offices with hand sanitizer and have implemented a "no-handshake policy."

## How We Can Work Together

Minimizing physical interaction is one way to protect ourselves against potential illness. We can easily work with you in ways that don't involve physically coming to our offices. Because we've always believed in the power of technology, we're well-equipped to accommodate alternative communication methods, such as:

- Phone conference calls or meetings.
- Zoom calls or meetings.
- Safe and easy electronic delivery of documents.
- DocuSign for signing of all documents that do not require either notarization or a witness.
- Easy to follow written instructions for remote signing of wills.
- Online bill payment with an easy to follow link in the email that delivers your invoice.
- Again, the safety of our employees and clients is of greatest priority to us. We will continue to monitor the status of Coronavirus to ensure our employees and clients remain as healthy as possible. We encourage you to stay informed through resources like the [Centers for Disease Control](#) (CDC) website and the [Washington State Department of Health](#) website.

If you have any questions, please don't hesitate to contact us.

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